



# MERIT PROMOTION JOB OPPORTUNITY

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**Announcement Number:** 05-268  
**Position Title:** Web Offset Pressperson  
**Series and Grade:** KA-4417-00  
**Salary Range:** \$35.03 PH  
**Promotion Potential:** None  
**Opening Date:** 11/10/05  
**Closing Date:** 11/25/05  
**Location of Position:** Plant Operations, Office of the Production Manager,  
Press Division, Offset Press Section, Washington DC  
**Number of Openings:** One  
**Type of Appointment:** Temp NTE 1 Year  
**Work Schedule:** Shift 1  
**Who May Apply:** Permanent GPO Employees Only

## **MAJOR DUTIES:**

The incumbent is responsible for the operation of a single and/or multiple unit offset web press and coordinates the press activities of a crew enforcing safety and printing production rules, regulations and practices. Determines specifications of jobs to be printed by interpreting work jackets and press statement reports and is responsible for ordering and assuring delivery of materials. Ensures plates are bent properly and installs them on cylinders. Makes sure that paper and trim sizes are in conformance with specifications. Monitors the color, quality of print, and registration through the press run and makes appropriate adjustments as necessary. Troubleshoots any problems during press operations and prepares necessary production reports and documents. When called upon, performs other duties as assigned.

## **QUALIFICATIONS NEEDED:**

Applicants must meet the following screen out element to be considered eligible for this position: *Ability to do the work of a Web Offset Pressperson with normal supervision.* Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Web Offset Pressperson at the journeyman level. These duties require knowledge of the process used in the preparation of equipment, operation and maintenance of all groups of web presses.

## **HOW YOU WILL BE EVALUATED:**

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledge, skill, and abilities (KSA) listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative responses to one page per job element.

You must submit separate narrative response statements for each KSAO with your application package.

**Job Elements for this position:**

1. Ability to do the work of a Web Offset Pressperson with normal supervision. (This is a screen-out element). Describe experience and training you have had that demonstrates your ability to work independently as a Web Offset Pressperson. Please give specific examples detailing the kind of instructions you receive(d) from your supervisor in performing offset press duties.
2. Knowledge of the techniques and equipment used to set up, operate, and adjust press equipment, and perform minor preventive maintenance on groups of web presses ranging from 35 to 46 inches in size.
3. Ability to read and interpret work jacket specifications.
4. Ability to direct and organize the work of others.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**Step 1:** Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**Step 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

**Step 3:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**Step 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292

Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information Please Contact:**

Human Capital Department  
Sheri Parker  
Phone: (202) 512-1308  
TDD: (202) 512-1519  
[sparker@gpo.gov](mailto:sparker@gpo.gov)

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**GPO will not pay relocation costs.**

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.